

1. **Subject:** Fires Brigade Maintenance Guidelines for Garrison Operations.
2. **Purpose:** This annex provides information on the weekly maintenance battle rhythm of the Fires Brigade.
3. **Scope:** This annex applies to all units assigned to Fires BDE, 4ID.
4. **General:** The Fires Brigade will follow the schedule posted below for conducting maintenance tasks during each week. During command maintenance day, this annex will provide a standardized program of conducting preventive maintenance checks and services. Preventive maintenance checks and services will be performed IAW applicable -10 manuals during command maintenance time. Monthly PMCS will be performed during the first week of every month.

Day 1	Day 2	Day 3	Day 4	Day 5
-Maintenance Focus Classes -PMCS	-Dispatch	-BDE Maintenance Meeting -Follow-up on parts/status of deadlined vehicles	-Follow-up on parts/status of deadlined vehicles	-Motorpool Close-Out -Follow-up on parts/status of deadlined vehicles

5. Weekly Battle Rhythm:

- a. Maintenance Focus Classes. Bravo Company of the 589th will provide a “focus class” at the beginning of each week of command maintenance. The class is intended as an additional tool to train operators to be able to conduct a more thorough and in-depth operator service. This will increase equipment readiness through operator awareness and knowledge. The goal is to improve combat power.
- b. PMCS. AR 750–1 states that “Operator/crew maintenance is the most critical operation of the Army maintenance system.” Preventive maintenance checks and services (PMCS) is the foundation of field level maintenance. PMCS as a system includes all checks and services performed by the operator/crew and the field maintenance section. It is performed in order to identify and correct faults, and perform required services on all assigned equipment.
- c. Dispatching. Dispatching is the method by which the commander controls the use of military equipment. However, when an operator dispatches a piece of equipment to use, they assume responsibility for both equipment and operator safety. Commander will ensure that the dispatching procedures are understood and adhered to by all members of the company. The following documents must be present in each vehicle Log Book. Vehicles will not be dispatched without complete logbooks.
 1. Dispatch request forms
 2. Risk management worksheet
 3. QA/QC worksheet
 4. DA Form 5988e or 2404 and 5987e or DD1970
 5. Accident Identification Card DD 518 (2 ea)
 6. Motor vehicle accident report SF 91 (2 ea)
 7. AR 385-55 supplement
- d. Brigade Maintenance Meeting. The Brigade Maintenance Meeting is the once-a-week snapshot that the command receives from the units. This is an important meeting that synchronizes not only the

leadership with the staff and the units, but it also provides an opportunity for the different maintenance shops to interface with one another and exchange valuable information.

1. Agenda. The Brigade Maintenance Meeting will follow the agenda below.
 - a. Opening Remarks— DCO/ SPO
 - b. Old Business— MATO
 - c. Network Update: The CSSAMO will discuss any changes/upgrades/problems with the Fires Brigade network within the past week. Any scheduled outages will be published during this time.
 - d. 026 Scrub. BN and Company/Battery XOs will brief the SPO on the 026 print. Detailed information on the status of each part ordered and the maintenance status of each piece of equipment is required.
 - e. ORIL. BN and Company/Battery XOs will provide the DCO with detailed information on any ORIL document over 10 days old.
 - f. Lateral Transfer Update. The PBO will brief the status of all lateral transfers to the DCO.
 - g. PLL. BN and Company/Battery XOs will provide zero balance information to the DCO. Any changes (adding/deleting lines, receiving/issuing lines) will be briefed in detail to the DCO.
 - h. Services. BN and Company/Battery XOs will provide detailed information on all vehicles services. Any exceptions will be briefed. Separate Battery XOs will provide the DCO their unit “Combat Enabler” chart and brief the DCO on their quarterly service plan. The Shop Officer will brief the gauging timeline and any updates/changes to the schedule.
 - Vehicles
 - Weapons/Combat Systems
 - Small Arms Gauging
 - i. Final Review of Due-outs— SPO
- e. Motor Pool Close-Out. Close-out will be conducted on the last duty day of every week. Commanders are responsible for ensuring their equipment adheres to the standards outlined below.
 1. The following guidelines apply to all unit motor parks:
 - a. All equipment will have a marked, assigned parking space in each unit motor pool where it will be located while not in use.
 - b. There will be no grease or oil spots or other environmental hazards or waste in or around vehicle parking areas or on thoroughfares into and out of motor parks
 - c. Motor parks will have signs posted and clearly visible to all in English and German referencing speed limits, ground guide use, unauthorized entry, and smoking practices
 - d. Equipment and items other than wheeled vehicles and trailers laying around will be kept at a minimum. These items will be secured in appropriate areas.
 - e. Fuel cans will be placed in equipment fuel can brackets. All other fuel cans will be empty and placed together in suitable storage containers with lids open.
 - f. All concertina wire will be placed in suitable storage containers. Under no circumstances will wire be piled on equipment (except for training, deployments, etc.)
 - g. All fence lines will be clear of trash and over grown weeds. Equipment lined up along the fence line will be at least 6 feet (2 meters) from the fence line
 - h. Emergency spill kits will be located in each unit motor park with emphasis placed on having the kit underneath some type of overhead cover. Kit will be clearly marked as such.
 2. The following applies to all wheeled vehicles:
 - a. All equipment will be properly stenciled IAW Battalion standards

- b. All 2 ½ and 5 ton cargo-use vehicle tailgates will be down (except for training, deployments, etc.) with the rear canvas rolled up
- c. All equipment cargo and troop area canvas and vinyl covers will be free of tears and will be clean and tied down tightly except rear canvases
- d. Vehicle wheel chocks will be stenciled with appropriate bumper number and placed under the left front tire with chain attached
- e. Vehicle drip pans will be stenciled and centered underneath the front of the vehicle chained to the wheel chock.
- f. All seat belts will be fastened
- g. All park brakes will be applied
- h. All windows will be zipped up, rolled up and free of dirt/grime etc.
- i. Air tanks will be drained with drain valves left open on 2 ½ ton and above equipment
- j. Brake line couplings will be covered with dummy couplings when not in use
- k. Antennas will be unclipped in the up position while in the motor parks.
- l. Headlights, taillights, reflectors, glass, and plastic see-through windows will be clean and free of dirt and grime
- m. All troop carrying vehicles will have the troop safety strap securely fastened to the right side of the troop area (i.e. riveted, bolted to equipment) and will be hooked to itself when not in use
- n. HMDA equipment will be lined up as follows: shelter vehicle, antenna truck, and generator trailer.
- o. Appropriate walking space will be maintained between equipment
- p. Equipment fuel levels will be at least ¾ full. Gauge will be used as verification unless inop. 2 ½ ton and above will have fuel to the fill line as annotated on fuel tank.
- q. Pioneer rack OVM will be secured on vehicle with lock and chain
- r. Any OVM inside equipment will be secure (i.e. M998 under seat with latch and lock)

3. The following applies to all cargo and generator trailers and air conditioners:

- a. Trailers will be parked behind prime mover, unhooked with chock block underneath the left side tire.
- b. Landing legs (front and rear) will be in the down position
- c. Parking brakes will be applied while parked.
- d. All tailgates will be down (except for training, deployments, etc.) with the rear canvas rolled up
- e. Air tanks will be drained with the valves left open
- f. Air lines and IV cables will be secured in holders
- g. Safety chains will be hooked to the handles in the sides of the trailer tongue
- h. Canvases will be clean and free of tears, cuts, etc.
- i. Air conditioner flaps will remain down and completely fastened unless in use. If air conditioner has been removed from equipment, cardboard will be placed over opening

1. The following applies to all unit motor pools:

- a. Areas will be clean, neat and functional at all times and will be policed daily.
- b. Motor pool floors and walls will be kept clean.
- c. Equipment located inside will be kept at a minimum. Only items currently being serviced and/or repaired will be located inside. All other equipment will be placed in motor park
- d. Doors will be clearly marked as exits, bay number, shop foreman office, etc.
- e. Recoverable items awaiting turn in will not be stored in unsecure areas such as empty bays

- f. Hazardous material containers will be emptied weekly.
- g. Inspection pits will be clean and clearly marked and painted IAW safety and marking guidelines
- h. Inspection pit barriers will be in place when not in use
- i. Storage lockers will be clearly marked with contents and/or owners name
- j. Bolt bins will be organized and drawers marked with contents
- k. Fire extinguishers will be readily available and inspected as required with inspection tag posted
- l. Safety boards will be maintained IAW AR 385-10
- m. Walkways will be properly marked IAW AR 385-10/385-30
- n. Mechanics tool boxes will be secured when not in use
- o. NMC Equipment will have a 3x5 placard taped to the driver side window with equipment status, fault, date and projected FMC date.

6. Procedures for Command Maintenance:

- a. The TAMMS Clerk will print out all PMCS 5988-Es on the last duty day prior to command maintenance. The Company or Battery XOs must ensure that each section leader picks up operator level parts at the 589th BSB MP for their unit's vehicles on the day prior to Command Maintenance.
- b. The Company or Battery XOs will have the 5988-Es separated and ready for distribution NLT 0900 hours on command maintenance day.
- c. The weekly "maintenance focus" class will be given from 0930-1030. Bravo Company maintenance representative will conduct the class for each Separate unit. Battery/Company XOs are responsible for ensuring their entire formation is in attendance during the maintenance focus class.
- d. Each unit's TAMMS clerk will have the 5988-Es printed out on the morning prior to their assigned day for PMCS, ready for their Company or Battery XOs to pick up and distribute to first line supervisors.
- e. The first line supervisor will screen the 5899-Es to ensure:
 - (1) Ordered parts have a valid status and that maintenance faults have been updated on the 5988-E maintenance faults section.
 - (2) Operator PMCS is performed properly by the equipment operators and that all deficiencies are noted on the 5988-E.
 - (3) They will also ensure that all parts issued to the equipment operators are installed.
- f. When the first line supervisor is satisfied that the 5988-E is completed and accurate, he will sign the supervisors signature block. The B Company maintenance team assigned to each Separate unit will QA/QC each vehicle, verify NMC deficiencies, while B Company mechanics perform necessary unit level maintenance, look up the National Stock Number (NSN) for all parts needed and record it on the DA Form 5988-E.
- g. After QA/QC for an operator's vehicle is complete, the operator will report directly to the TAMMS clerk for a request for dispatch, and report to their respective company commander for signature on the dispatch. TAMMS clerks will not issue a request for dispatch if the vehicle log book does not comply with the fires Brigade Equipment Dispatch Log Book standard.
- h. Supervisors will follow up on parts ordered and other maintenance in order to stay current on vehicle status.